CIA INTERNAL SECRET
Approved For Release 2001/04/11 : CIA-RDP66R00546R000100110121-9

DD/R-31[illegible]-63

Date:

MEMORANDUM TO : Logistic Services Division

THROUGH : Physical Survey Branch

SUBJECT : Telephone Installations and Alterations

1. Attached is an occupancy plan for Room 2F25. It is requested that modifications indicated thereon be completed on or before 19 March so that OEL/RD may relocate in this area.

2. At present, OEL/RD has been alloted only four black telephone numbers which does not provide adequately for the number of calls serviced by this office. We have requested, therefore, that the number of incoming and outgoing calls be monitored at the switchboard to justify the assignment of additional numbers prior to resettlement in the 2F25 areas. This study will not affect the location of the taps set forth in the attached occupancy plan. Accordingly, it is requested that your office approve the drilling of the holes prior to the completion of the telephone survey. By taking this action now, we can eliminate a potential bottleneck in the moving schedule.

3. Minor alterations in the layout of Room 2F25 are required prior to relocating personnel in this area. Such alterations are detailed in the attached occupancy plan.

SIGNED

25X1A

[redacted]

Executive Assistant
Deputy Director (Research)

Attachment

Distribution:
Orig. & 1 - Addressee
1 - PSB
1 - AD/OEL
1 - RD/OEL
1 - EA/DDR
1 - LO/DDR
1 - DDR/Reg. Subj.
1 - DDR/Reg. Chrono.

LO/DDR: [redacted] :4427 (6 March 63)

Approved For Release 2001/04/11 : CIA-RDP66R00546R000100110121-9
25X1A
CIA INTERNAL SECRET
Automatic downgrading and declassification

Approved For Release 2001/04/11 : CIA-RDP66R00546R000100110121-9

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment

Approved For Release 2001/04/11 : CIA-RDP66R00546R000100110121-9